



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

Job title: “Hualapai Day Care” Hwalbay Hma:ny Ba Viso:jo Provider Assistant
Department: Hualapai Education & Training Department
Class: Regular/Part-Time
Salary: D.O.E
Opening: September 16, 2013
Closing: Open Until Filled

THOSE THAT APPLIED BEFORE, DON'T NEED TO RE-APPLY.

Summary of job duties: Day Care Provider Assistants are responsible for working cooperatively with the provider and assisting in all realms of the classroom, playground, field trips or other planned activities.

Essential job functions:

- Mandatory. Report incidents of child abuse and neglect;
- Assist in planning and implementing learning experiences that advance the intellectual and physical development of children, including:
 - Improving the readiness of children for school by developing their literacy and phonics Their understanding and use of language;
 - Their understanding and use of increasingly complex and varied vocabulary;
 - Their appreciation of books; and
 - Their problem solving abilities;
- Assist in establishing and maintaining a safe and healthy learning environment;
- Assist in supporting the social and emotional development of children;
- Ability to work with staff, children, parents guardians and public;
- Be flexible and able to meet challenges as they arise;
- Be punctual to meet a timely schedule
- Other duties as assigned.

Minimum qualifications:

- Must be 18 years of age
- High school diploma or G.E.D. equivalent;

- Must be willing to or possess the ability to apply for courses in CDA early childhood education leading to an Associate, baccalaureate, or advanced degree;
- Submit to and pass required Drug Tests;
- Submit to and pass required Local, State, and Federal Background Checks;
- Must maintain or obtain a valid driver's license within 3 months of the hire date.
- Submit to and pass annual Physical Examination;
- Maintain or obtain a current First Aid and CPR certification within 2 months of the hire date;
- Maintain or obtain a current Food Handlers certification within 2 months of the hire date;
- Strong oral, interpersonal and written communication skills.

How to apply:

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

Preference:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 96-638, section 7B.

The Hualapai tribe is an equal opportunity employer/program
Auxiliary aids and services available upon request to individuals with disabilities